

# TRIPURA GAZETTE

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**Agartala, Tuesday, May 27, 2025 A. D., Jyaishta 6, 1947 S. E.**

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PART--I-- Orders and Notifications by the Government of Tripura,  
The High Court, Government Treasury etc.

**GOVERNMENT OF TRIPURA**  
**URBAN DEVELOPMENT DEPARTMENT**

No.F.1(25)-UDD/DUD/ULB/Estt/2024/1196-1259

Dated, Agartala, the 22/05/2025.

**NOTIFICATION**

In exercise of the powers conferred by the provision to Article 309 of the Constitution of the India the Governor of Tripura is pleased to make the following rules regulating the method of recruitment to the post of **Ward secretary** in Municipality (Municipal Corporation, Municipal Councils and Nagar Panchayats) under Urban Development Department, Government of Tripura namely :-

**1. Short Title and date of commencement :**

(a) These rules may be called the Revised **Recruitment Rules,2024** for the post of **Ward Secretary** in Municipality (Municipal Corporation, Municipal Councils and Nagar Panchayats) under Urban Development Department, Government of Tripura.

(b) These shall come into force on the date of their publication in the official Gazette

2. The name of the post(s) is /are specified in Column -1 of the annexed Schedule.

**3. Number, Classification and scale of pay :**

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in rows 2 to 4 of the Schedule enclosed at Annexure-I.

**4. Method of recruitment, age limit, qualification etc.**

The method of recruitment to the said post, age limit, qualification and other matters relating to the said post shall be as specified in Column 5 to 13 of the said Schedule annexed hereto(Annexure-I).

**5. Disqualification : No person**

(a) who has entered into or contracted a marriage with a person having spouse living,  
or

(b) who having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

(c) Who has no PRTC for Tripura.

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing , exempt any person from the operation of these rules.

**6. Power to relax :**

Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.

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**7. Repeal:-**

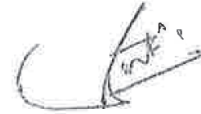
The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules according to the Schedule at Annexure-I enclosed herewith.

**8. Savings :**

Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Caste, the Schedule Tribes, Ex-servicemen and other special categories of persons in accordance with the order issued by the State Government from time to time in this regard.

9. This Notification is issued as per provision of the Notification No.F.20(1)-GA(P&T)/2018 dated 5<sup>th</sup> June, 2018 & 29<sup>th</sup> October,2020.

By order and in the name of the Governor,



(Abhishek Singh, IAS)  
Secretary to the  
Government of Tripura.

**Annexure – I**

No.F.1(25)-UDD/DUD/ULB/Estt/2024

Recruitment Rules for the posts of **Ward Secretary** of different Municipalities.

**SCHEDULE**

1	Name of the post	:-	Ward Secretary	
2	Number of posts	:-	134(one hundred and thirty four) posts plus additional post(s) as and when created by the Govt. from time to time.	
3	Classification	:-	Group – C (Non-Gazetted)	
4	Scale of pay	:-	Pre-revised Scale of Pay.	Corresponding revised Scale of Pay.
			PB – 2, Pay Band Scale Rs.5,700-24,000/- (Grade Pay – Rs.2200/-)	Cell – 1 of <b>Level -7</b> of Tripura State Pay Matrix, 2018 [Tripura State Civil Services (Revised Pay) (First amendment) Rules, 2018]
			Subject to revision by the Government from time to time.	
5	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.	:-	(i) 100% by direct recruitment through Competitive examination to be conducted by a recruitment board as per principle of New Recruitment Policy vide Notification No.F.20(1)-GA(P&T)/18 dated 05.06.2018 and its revised provisions dated 29 October, 2020.  (ii) Written examination 85% marks and interview 15% marks. Written examination will be conducted by ULBs as per Tripura Municipal Act 1994.  (iii) Syllabus of Competitive Examination is annexed as Annexure-A.	
6	Age limit for direct recruitment	:-	18 to 40 years, Upper age limit is relaxable by 5 years in case of ST / SC / PH candidates and Government employee candidates.	
7	Educational and other qualification required for direct recruitment	:-	(i) Graduate Degree from any recognized University.  (ii) Having knowledge of operating Computer.	

			(iii) Permanent Resident of Tripura Certificate(PRTC) is required while applying for the post as per Notification No.23(8)-GA(P&T)/2023 dated 07.07.2023 issued by the Government in the GA(P&T) Department.
		:-	Desirable Qualification:- Knowledge of Bengali or Kokborok  Note:- (i) The Knowledge of Bengali or Kokborok will be assessed in the interview/viva-voce and some marks for interview / viva-voce shall be given for having such knowledge.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	:-	Not applicable.
9.	Whether Selection post or Non-Selection post	:-	Selection Post (at para 5 above).
10.	Period of probation, if any	:-	2 (two) years
11.	In case of recruitment by promotion / transfer on deputation, grades from which promotion / transfer on deputation is to be made	:-	Not applicable.
12.	If a DPC exists, what is its composition	:-	Not applicable.
13.	Circumstances in which TPSC is to be consulted while making recruitment.	:-	Not applicable.
14.	Repeal	:-	The Recruitment Rules for the aforementioned post existing in this Department vide notification No.F.1(13)-UDD/DUD/2011/10946-11196 dated 08.01.2014 is hereby repealed with immediate effect and are replaced by these Recruitment Rules.

  
 (Abhishek Singh, IAS)  
 Secretary to the  
 Government of Tripura

**(Syllabus for Ward Secretary )**  
**No.F.1(25)-UDD/DUD/ULB/Estt/2024**

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

**A. General Studies of Urban Local Bodies. (65 marks).**

1. Constitutional framework for Urban Local Bodies in India.
2. Powers and functions of Municipal Corporation /Municipal Council/ Nagar Panchayat.
3. Objectives of a Municipal Corporation/ Municipal Council/Nagar Panchayat.
4. Tripura Real Estate Regulatory Act.
5. What are the sources of Urban Revenue and revenue items.
6. Sanitations and Solid Waste Management.
7. Current affairs-international, national and regional.
8. Economic development in India since independence.
9. History of Urban Local Bodies in India.
10. Tripura Municipal Act.
11. Basic data analysis (Summary Statistics such as mean, median, mode, variance etc)
12. Urban Planning techniques:-Basic methods of various types of surveys, collection of data, methods adopted to collection of data standards for development and re-development of residential, commercial, industrial and recreational areas, land use planning, socio-economic data for urban planning, inclusive planning and sustainable development.

**B. General Knowledge and History of Tripura State(20 marks)**

- i) Formation of Tripura state and merger to the Indian union and category of state.
- ii) Political history of Tripura, names of king/rulers, chief Ministers/Governor different tribes and their culture.


**C. Interview/viva-voce – (15marks)**

- (a) Primary Merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for Interview. Number of candidates (category wise) qualified in the Written Examination shall be called for Interview in the following ratio subject to attaining of minimum qualifying marks in the written examination (35% for UR candidates and 30% for reserved candidates).

Number of candidate(s) to be selected.	Number of candidates to be called for Interview (Category wise)
01 (one)	05 (five) candidates. (1:5)
02 (two)	08 (eight) candidates. (1:4)
03 (three) and above.	3 (three) times the number of vacancies (1:3)

Note: - Candidate(s) scoring marks equal to that of the last candidate so selected for the Interview will also be called for Interview.

- (b) Final Merit list will be prepared by adding the marks obtained in the Written examination and Interview. In no case a candidate will be called for Interview unless he / she appears in all papers of the Written Exam. If a candidate remains absent in Interview or / and Type Test his / her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on computer. The Type Test shall be qualifying in nature and it carries no marks.

  
(Abhishek Singh, IAS)  
Secretary to the  
Government of Tripura



(COMPARATIVE STATEMENT)

To be filled by the Department while forwarding proposal to GA(P&T) Department for amending approved Recruitment Rules.

- 1.(a) Name of the post :- Ward Secretary.  
(b) Name of the Department :- Urban Development

Comparative Statement			
Column No. & heading	Provisions in the existing approved Rules	Revised provisions proposed	Reasons
Scale of Pay (item no4)	PB-2, Pay Band Scale Rs.5700-24000/-, Grade Pay-Rs.2200/-	Cell-I of Level-7 of Tripura State Pay Matrix, 2018 Tripura State Civil Services (Revised Pay)(First amendment) Rules, 2018	Tripura State Civil Services Rules(Revised Pay) 2017 & 2018.
Method(s) of recruitment (item no5)	100/% direct recruitment without written Examination.	(i) 100% by direct recruitment through Competitive examination to be conducted by a new institution/recruitment board as per New Recruitment Policy vide Notification No.F.20(1)-GA(P&T)/18 dated 05.06.2018 and its revised provisions dated 29 October, 2020 (ii) Written examination - 85% marks and interview-15% marks. (iii) Syllabus of Competitive Examination is annexed as Annexure-II	As per New Recruitment Policy vide Notification No.F.20(1)-GA(P&T)/18 dated 05.06.2018 and its revised provisions dated 29 October, 2020
Educational and other qualification required for direct recruitment (item no 7)	i. Minimum Commerce Graduate from recognized University. ii. Diploma in Computer	(i) Graduate Degree from any recognized University. (ii) Having knowledge of operating Computer and a Certificate from	i. The post is not only for Commerce Graduate, so only Graduate is proposed.

	Application from ITI or 'O' Level passed from institute. under the Department of Electronics & Accreditation of Computer Courses(DOEACC).	any recognized Computer Training Institute  (iii) Permanent Resident of Tripura Certificate (PRTC) is required while applying for jobs to this post as per notification No.F.23(8)-GA(P&T)/2023 dated 07.07.2023 issued by the Government in the GA(P&T) Department.	ii. Permanent Resident of Tripura Certificate (PRTC) is required while applying for jobs to this post as per notification No.F.23(8)-GA(P&T)/2023 dated 07.07.2023 issued by the Government in the GA(P&T) Department.
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(a)Name, addressed and telephone number of the Department's Representatives with these proposal may be discussed, if necessary, for clarification / early decision

-Joint Director, Directorate of Urban Development, Govt. of Tripura, U.D Bhawan, Shakuntala Road. Agartala. Telephone No-0381-2329301(O).

Signed by Rajat Pant

Date: 09-10-2024 12:02:59

Date:  
Place: Agartala.

Signature of the Officer sending the proposal  
Telephone:-0381-2329301(O)